



PLANNING TECHNICIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with the specified positions. Therefore, specifications may not include all duties performed by individuals within a classification.

DEFINITION

The Planning Technician provides planning application processing and zoning information to builders, architects, engineers, contractors, and others; he/she checks initial planning and building application submittals for completeness; answer general inquiries, and performs a variety of technical tasks, including ordinance research and surveys.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Building Official and functional supervision from Senior Planner and Associate Planner.

ESSENTIAL FUNCTION STATEMENTS - *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Provide information to builders, architects, engineers, contractors and others regarding land use, planning and zoning regulations and requirements, as well as state and local construction requirements so that questions and concerns are promptly and effectively addressed.
- Respond to general inquiries via counter, phone and email and provide information to the public concerning planning and building application requirements.
- Staff the Planning Counter at the Permit Center daily as assigned.
- Review initial planning and building permit applications for completeness and correctness and issue minor zoning and building permits.
- Prepare notification lists.
- Process administrative permits (Sign Permits, Design Review Permits, etc.).
- Prepare property profile reports.
- Review business licenses for conformance with zoning regulations.

- Attend pre-construction meetings and perform final inspections.
- Route plans to various City departments and City Consultants.
- Compile zoning and planning related data as directed by senior staff.
- Prepare written reports and correspondence.
- Prepare and present staff reports to the Zoning Administrator and Planning Commission for routine projects.

QUALIFICATIONS

Knowledge of:

- Standard planning and building permit procedures.
- Components of a site plan and site survey.
- Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet application.
- Principles and procedures of record keeping.

Ability to:

- Understand a variety of land use policies, ordinances and technical reports.
- Evaluate projects for Zoning Ordinance conformity and summarize findings in a report.
- Learn local codes, ordinances and approval procedures applicable to planning entitlements and building construction and alteration.
- Research and compile information on a variety of planning and zoning issues.
- Prepare maps, charts, and tables of limited complexity.
- Read and interpret plans, specifications and blueprints.
- Compose letters regarding various code issues and complaints.
- Maintain accurate records and files.
- Operate office equipment including computers and supporting software applications.
- Operate motorized vehicles.
- Balance a workload of multiple projects/responsibilities with various deadlines.

- Work independently and in a team environment.
- Communicate effectively using tact and diplomacy, both orally and in writing.
- Maintain physical condition necessary to safely perform assigned duties and responsibilities.

Experience and Education Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying.

A typical combination that would qualify is a two year degree or certificate from an accredited college or university with major course work in urban planning, construction technology, architecture, public administration or a closely related field, and two years' experience reviewing building and/or land development plans and processing planning applications and/or building permits.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in carpentry, electrical, plumbing, HVAC trades, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is performed in an office and field environment; Incumbent may be required to drive on surfaces streets and may be exposed to traffic, construction sites, air contaminants, temperature, noise extremes and inclement weather conditions.

Physical Conditions:

The position requires the mobility to work in an office and field environment. The incumbent must be able to sit at a desk for long periods of time, walk, stand, climb steps, and traverse uneven terrain. Incumbent must be able to lift or move objects and materials of up to 25 pounds in weight, perform simple grasping and fine manipulation of objects, and maintain effective audio-visual discrimination and perception needed for making observations and communicating with others. The incumbent must be able to effectively operate a telephone to communicate verbally, operate a keyboard to communicate through written means, and review information (enter and retrieve data) on a computer screen.